

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

**Subject: Audit Confirmation Request**

To Whom It May Concern,

In connection with an audit of our financial statements, please provide directly to our auditors, [Auditor Name], the following information regarding our Commercial Line of Credit as of the close of business on [Audit Date]:

- **Account Number:** [Account Number]
- **Total Credit Limit:** \$[Amount]
- **Outstanding Balance:** \$[Amount]
- **Current Interest Rate:** [Percentage]%
- **Unused Portion of Line:** \$[Amount]
- **Expiration/Renewal Date:** [Date]
- **Description of Collateral:** [Description]

Please also indicate if there are any events of default or non-compliance with loan covenants known to the bank.

Please mail the completed confirmation directly to:

[Auditor Name]

[Auditor Address]

[City, State, Zip Code]

[Auditor Email/Contact]

A self-addressed envelope is enclosed for your convenience.

Sincerely,

[Authorized Signature]

[Name and Title]

[Company Name]